

Custodial, Labor and Trades Branch  
Labor and Trades Supervision Group  
Coach Maintenance Series

**COACH MAINTENANCE CHIEF**

01/95

*Summary*

Under direction supervises the maintenance, repair and service activities of the coach maintenance division; performs related duties as required.

*Typical Duties*

Plans, coordinates and supervises the maintenance and repair of diesel powered coaches; establishes and implements preventive maintenance programs; analyzes and resolves complex maintenance problems; inspects mechanical equipment and tools as required.

Supervises the requisitioning, receiving, distributing and inventory of stock; evaluates the work of assigned personnel; enforces personnel rules and regulations, standards of conduct and work attendance; enforces safety working practices.

Maintains records and prepares operational activities, personnel, equipment and other reports as required; makes recommendations for the improvement of maintenance and repair operations.

*Minimum Qualifications*

Training and Experience: Graduation from high school or G.E.D. and six years experience in the repair of automotive equipment, including four years supervisory experience or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of the methods, principals, practices and techniques used in the maintenance, repair, mechanics, service and operation of diesel powered coaches; considerable knowledge of the occupational hazards and safety practices of the mechanic's trade.

Ability to plan, coordinate and supervise all functions of a coach maintenance and repair shop; ability to establish and maintain effective working relationships with fellow employees; ability to enforce established policies, rules and regulations; ability to maintain records and prepare reports.

Skill in the use and care of mechanic's equipment and tools.

Licenses and Certificates: Texas Class "B" Driver's License or equivalent license issued by another state.

Physical Requirements: Mobility within a coach repair yard; test drive coaches and automobiles within the repair yard and on City streets; subject to call during non-working hours.

Special Requirements: Positions requiring a Commercial Drivers' License (CDL) to operate vehicles on public thoroughfares, [or positions of a safety sensitive nature within Mass Transit] are subject to federal drug and alcohol testing regulations, which include preemployment, post-accident, reasonable suspicion, random, return to duty and follow-up testing..

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Director of Personnel

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Department Head